

DEPARTMENTAL REGULATION		Number: 1430-001
SUBJECT: Distribution of Publications	DATE: February 9, 1988	
	OPI: Publications Information and Management Branch, Publishing Division, OI/OGPA	

1 PURPOSE

This regulation describes responsibilities of OI and agencies for distributing publications produced in USDA, managing stocks of publications, and maintaining mailing lists.

2 ABBREVIATIONS

DMLS - Departmental Mailing List Section, Office of Operations

ES - Extension Service

GPO - Government Printing Office

JCP - Joint Committee on Printing, Congress of U.S.

NAL - National Agricultural Library

OGPA - Office of Government and Public Affairs

OI - Office of Information

OO - Office of Operations

USDA - United States Department of Agriculture

USC - U.S. Code

3 FORMS

Form AD-74 - Publications Shipping Order

Form AD-155 - Order for Printed Publication Distribution

Form AD-156 - Order for Bulk Distribution of Publications

4 DEFINITIONS

a Mailing List. Any list of addresses established for repetitive mailing of publications and other materials to any USDA audience or group of employees.

b Popular Publications. Agricultural Fact Sheets, Farmers' Bulletins, Leaflets, Home and Garden Bulletins, and Yearbook Separates.

5 RESPONSIBILITIES

a Office of Information. OI is responsible for:

(1) Planning, formulating policy, and directing the distribution of USDA publications;

(2) Approving the establishment of new mailing lists;

(3) Preparing reference materials and catalogs for USDA, Congressional, and public use, and

(4) Acting as the designated liaison between USDA and GPO on the receipt, distribution, inventory management, GPO storage, and sale of USDA publications by GPO and by USDA as a sales agent for GPO.

b Agencies. Each USDA agency will designate a publications distribution officer to manage its distribution of publications and to serve as agency liaison with OI on all matters relating to distribution of Publications.

Questions for the Superintendent of Documents, GPO, shall be routed through the Head, Publications Information and Management Branch, Publishing Division, OI. Conferences with the Superintendent of Documents will also be arranged through OI.

6 PREFERENCE IN DISTRIBUTION

a General Publications. When copies of publications are officially approved for free distribution to the public, priority should be given to the mass media, libraries, education and scientific institutions, State and Federal officials, and those persons or industries cooperating with or rendering tangible service to USDA. Other requests will be filled within policy limitations, as long as the free supply lasts; following that, requesters who wish sales copies should be directed to the Superintendent of Documents, GPO, Washington, D.C. 20402, or the National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, Virginia 22161. If the

publication is not available free or for sale, an electrostatic copy can be purchased from the National Agricultural Library, or a review copy may be obtained from the nearest depository library.

b Periodicals

(1) Free Distribution. No name will be placed on a mailing list for any periodical except upon specific request of the person or institution desiring it and only with the approval of the agency responsible for the list. The free distribution of periodicals generally will be limited to the following:

- (a) Libraries
- (b) The mass media
- (c) Department employees
- (d) Cooperators
- (e) Collaborators
- (f) Others specifically approved by the agency and the appropriate Under/Assistant Secretary or designee.

(2) Subscriptions. Many periodicals issued by USDA may be purchased by subscription from the Superintendent of Documents, GPO, Washington, D.C. 20402. Some periodicals are available directly from the agencies for a subscription fee.

c Publications Distributed to members of Congress. Annually, each Member of Congress receives an allotment from USDA to distribute popular publications free to their constituents. (See DR 1410 section 7a.) An account of the allotment of each Member is kept in OI, and any popular publications furnished to a Member of Congress must be charged against his or her account. Requests from the members for these publications are processed in the Publications Information and management Branch, Publishing Division, OI. If an agency receives a request from a member for such publications, that agency shall notify OI. If an agency wants to distribute any publication on its own initiative to Members of Congress, that agency shall obtain advance approval from the Chief, Publishing Division, OI.

d Limitation on Quantity Distribution of Publications. An agency shall notify the JCP through OI before furnishing quantities of publication with a total printing and binding cost of \$100 or more to an individual or organization. As a matter of comity within the Congress, agencies generally should abide by the advice of the JCP. This requirement includes the provision of free bulk distribution of publications to individual or organizations for redistribution of publications to individuals or organizations for redistribution to names on their mailing lists. The procedure for notifying the JCP is as follows:

The notification is submitted in duplicate to the Head, Publications Information and Management Branch, Publishing Division, OI. The notification must include the names

and addresses of those to receive copies of the publication, number of copies to be furnished to each address, the distribution or use to be made of the publications by the organization or individual, and an explanation of how the Government will be served by such a distribution. Advance consultation with OI is advisable to avoid delays. Notification to the JCP is not required when an agency initiates the distribution through nongovernmental facilities. Approval is required, however, from OI.

7 DETERMINING SIZE OF EDITION AND DISTRIBUTION PLANS

Each agency will provide OI with a recommended distribution plan on Form AD-155 for each new and revised publication. If bulk distribution is included, the agency will furnish that information on Form AD-156. OI makes the final determination on distribution and will make changes in distribution furnished by the agencies only after consultation with the agency distribution officer and confirmation in writing by the agency.

8 COPIES OF NEW AND REVISED PUBLICATIONS ORDERED FOR DEPARTMENT USE

Agencies, prior to printing a new or revised publication, shall notify other components of the Department which may have an interest in the subject matter. This would allow those agencies to "ride" the print order for copies.

9 INITIAL RECEIPT AND DISTRIBUTION OF PUBLICATIONS

When materials printed through GPO are delivered to the receiving room in Washington, D.C. 00 will check each shipment for discrepancies and deliver the printed matter to the destinations requested on the printing requisition.

Each agency must designate one specific area for the delivery of its printed materials coming through the receiving room. A representative of the agency must sign a receipt for each delivery.

10 REQUEST FOR PUBLICATIONS FROM USDA STOCK HELD AT GPO

To obtain copies of publications from stocks stored in the GPO warehouses, agencies should submit, through their distribution officer, Form Ad-74, Publications shipping order, with an addressed label to the Head, Publications Information and Management Branch, Publishing Division, OI, OGPA. After approving the order, OI will forward it to GPO for handling.

11 DEPOSITORY LIBRARY REQUIREMENTS

Depository Libraries. Publications to be reprinted through GPO in Washington and GPO regional offices are reviewed and selected by GPO for depository libraries at the time that it receives printing requisitions. Copies for depository libraries are paid for by the Superintendent of Documents in accordance with 44 U.S.C. 1903.

However, when an agency prints publications outside GPO, including the USDA printing plant, the agency is responsible for supplying the necessary copies required by the superintendent of Documents for the depository libraries. Cost of these copies will be borne by the agency or, in the case the JCP does not disagree, by the outside publisher. (See 44 USC 1901, 1902, and 1903.)

Agencies can obtain depository library requirements for documents to to be printed outside GPO by calling the Depository Administration Branch, Superintendent of Documents, (202) 275-1070.

12 PUBLICATIONS STORAGE AND INVENTORY

a Policy. the bulk of USDA publications will be stored as consigned stock at the GPO warehouse. To conserve storage space, stocks stored in USDA will be limited to those needed to meet immediate needs. OI stocks a limited supply of USDA series publications to respond to request from Members of Congress, the Office of the Secretary, and others for official purposes.

b Records. USDA agencies should keep accurate records of Department and agency publication stocks (100 copies or more) stored at their Washington and field offices. Agency inventory records will show the series number and title of each publication, issuance or revision date, number of copies of surplus and obsolete publications disposed of, and the balance on hand. OI maintains the official inventory record for the agencies of all USDA publications that are stored at the GPO warehouse. OI also maintains an up-to-date microfiche listing of all Government publications sold by GPO.

13 DISPOSAL OF SURPLUS OR OBSOLETE PUBLICATIONS STOCKS

When an agency has publications for disposal, the agency information head shall notify the Head, Publications Information and Management Branch, Publishing Division, OI, by memorandum. This memorandum should list the publications by series number and title, issuance or revision date, number of copies designated as "surplus" or "obsolete," and the name of the agency person to be contacted for arranging transfer of the publications. OI will determine the disposition of the publications in cooperation with the superintendent of Documents and the agencies.

All surplus or obsolete stocks of publications, printed through GPO facilities and no longer needed for official use by the agencies and their field offices, will be turned over to GPO for sale for will be disposed of in a manner that will best serve the interest of the Government. (See 44 USC 1721.)

14 PUBLICIZING OF PUBLICATIONS FOR SALE BY THE PRESS, RADIO AND TELEVISION STATIONS, AND MAGAZINES

Before it publicizes a publication for sale through GPO, and agency will confer with the Chief, Publishing Division, OI, to assure that sufficient copies of the publications are available.

15 DISTRIBUTION AND FOREIGN EXCHANGES

No publication for which there is a change to U.S. citizens will be sent free to a foreign national. No publications issued by USDA will be sent regularly free of charge to any foreign government, institution, resident, or private agency unless exchange arrangements have been made by the Director of NAL. All inquiries concerning exchanges should be addressed to the National Agricultural Library, Exchange Division, USDA, Beltsville, Maryland 20705. (See DR-1020-1.)

16 MAILING LISTS

a List Approval. The establishment, abolishment, and consolidation of mailing lists by the Washington offices of the Department require approval by the Chief, Publishing Division, OI. The request to establish will contain the number of addressees and the title and purpose of the list.

b List Updating. All USDA mailing lists require annual circularization in accordance with paragraph 31 of the Government Printing and Binding regulation, JCP. The circularization notice will advise addressees that, unless they indicate a wish to remain on the list, they will be removed from the list.

c Lending Lists. No agency can use the mailing list of another agency without the approval of the originating agency and OI. If permission is given to use a list, a memorandum must be sent by the originating agency to the Head, Publications Information and Management Branch, Publishing Division, OI stating what the list will be used for.